

## ECF Report Events

### Case Report

The Cases Report displays cases filed, entered, discharged, dismissed, closed and converted.

**STEP 1** Select Reports from the main CM/ECF menu, click on **CASES** hypertext link from the Reports menu. Selection Criteria Screen appears and allows the user to specify what information to include in the report and how the report should be sorted.

*[NOTE: You will be asked to enter your **PACER** login and password to view case information if you are not already logged into PACER.] see Figure 1*

**PACER Login**

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**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login

**Figure 1**

After you have logged in, the Cases Report screen will appear. See Figure 2

The screenshot shows the 'Cases Report' search interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the 'Cases Report' title is displayed. The search criteria section includes several dropdown menus: 'Office' (with options Batesville and Helena), 'Case Type' (with options ap and bk), 'Chapter' (with options 7 and 9), and 'Trustee' (with options Babin, Joyce Bradley and Barry, Ben T.). There is also a 'Date Type' dropdown set to 'Filed Date', a 'From' date field set to '12/11/2001', and a 'to' date field set to '12/11/2001'. Below these fields are checkboxes for 'Open cases' (checked) and 'Closed cases' (unchecked), and a checkbox for 'Party information' (unchecked). A 'Sort by' dropdown is set to 'Filed Date'. At the bottom of the search criteria section are 'Run Report' and 'Clear' buttons.

**Figure 2**

The search criteria fields include:

- **Office** – select and click on appropriate office.
- **Case Type** – select and click on bk for bankruptcy, ap for adversary, or mp for miscellaneous.
- **Chapter** – select and click on a specific chapter
- **Trustee** – select and click on a specific trustee

*[NOTE: You may leave the above fields blank to search on all items that appear in that field. To select two or more items in a field, press <ctrl> button then click on each item to be included.]*

- **Date type** – select and click down arrow to right of field for date type of cases to be displayed, Filed Date, Entered Date, Discharged Date, Dismissed Date, Closed Date, or converted Date.
- **From-** click in box and type in a start and end date for the report to display.
- **Open Cases** -click on box to deselect open cases, if applicable.
- **Closed Cases** - click on box to select closed cases, if applicable.

- **Party information** – click on box to have report display party information (i.e. address, social security number, tax id), if applicable.
- **Sort By** – allowed three boxes in which to select criteria for the report to sort, click down arrow to right of field for list.

**STEP 2** Click on **Run Report** to continue or **Clear** to reselect criteria. Case Report screen appears. See Figure 3

Cases Report for 10/22/2001 U.S. Bankruptcy Court Arkansas Eastern/Western Test Database						
Case No. Related Case Info	TP	Ch	Party Info	Judge Trustee	Dates	Other Info
<a href="#">1:01-bk-10481</a>	bk	7	Helen Always		Filed: 10/01/2001	Office: Batesville Asset: No Fee: Paid County: Randolph
<a href="#">2:01-ap-01028</a> Lead BK: 1:01-bk-10306 Big Bopper Chapter: 7	ap		Bopper v. Swan's	Mixon Dupwe	Filed: 10/01/2001	Office: Helena
<a href="#">3:01-bk-10482</a>	bk	13	Case Test		Filed: 10/01/2001	Office: Jonesboro Asset: No Fee: Paid County: Benton
<a href="#">3:01-bk-10483</a>	bk	13	Aetna C Benefits		Filed: 10/01/2001	Office: Jonesboro Asset: Yes Fee: Installment County: 06073
<a href="#">3:01-bk-10484</a>	bk	13	Case Test	Mixon Coop	Filed: 10/01/2001	Office: Jonesboro Asset: No Fee: Paid County: Benton
<a href="#">3:01-bk-10486</a>	bk	7	Bobbie L. Hunter	Mixon	Filed: 10/01/2001	Office: Jonesboro

**Figure 3**

**STEP 3** To view case information, click on the **case number** hypertext link to access the Docket Sheet. See Figure 4

**Docket Sheet**

Case number

☒ Filed  to

☐ Entered  to

Documents  to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

Sort by

Figure 4

Select **Run Report** to view the docket sheet. See Figure 5

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**FeeDueBK**

**U.S. Bankruptcy Court**  
**Arkansas Eastern/Western Test Database (Jonesboro)**  
**Bankruptcy Petition #: 3:01-bk-10484**

*Assigned to:* James G. Mixon  
 Chapter 13  
 Voluntary  
 No asset

*Date Filed:* 10/01/2001

**Case Test**  
 123 Main Street  
 San Diego, CA 92111  
 SSN: 123-45-6789  
**Debtor**  
**David Coop**  
**Trustee**

**Case Test**  
 PRO SE  
 represented by

Filing Date	#	Docket Text
10/01/2001	1	Chapter 13 Voluntary Petition. Filing fee in the amount of \$185.00 required. Filed by pro se Case Test. (CASB, Programmer) (Entered: 10/01/2001)
10/01/2001	2	First Meeting of Creditors & Notice of Appointment of Interim Trustee David Coop with 341(a) meeting to be held on 10/18/2001 at 10:00 AM at Jonesboro First Meeting Room Objections for Discharge due by 12/17/2001, ( CASB, Programmer) (Entered: 10/01/2001)

Figure 5

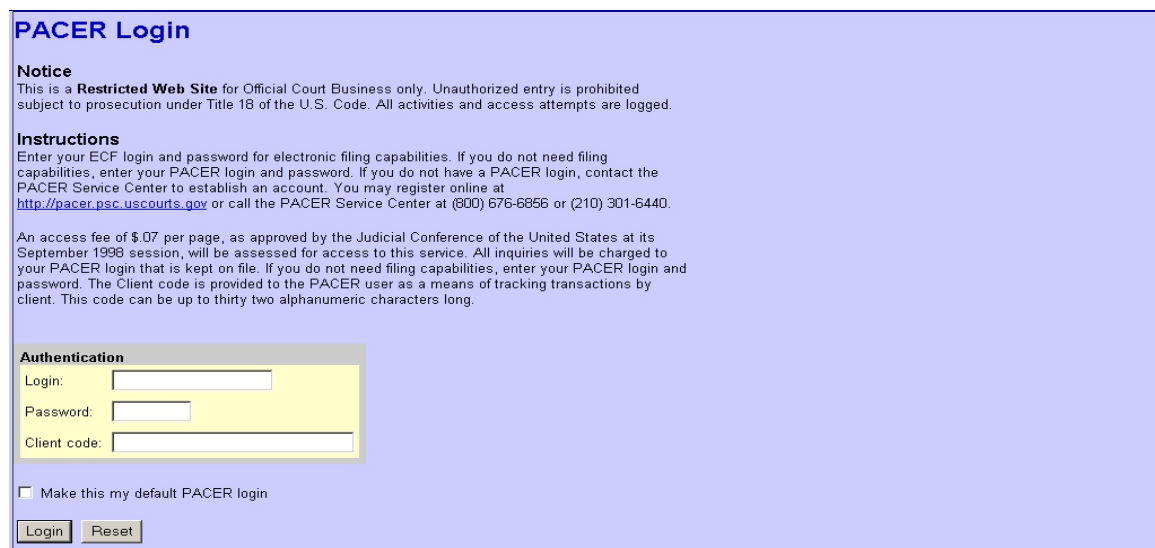
**STEP 4** To print report, click on Print button from the browser toolbar

## Claims Register

The Claims Register Report displays claims filed for a specific case.

**STEP 1** Select Reports from the main CM/ECF menu, click on Claims Register Report hypertext link from the Reports menu. Selection Criteria Screen appears and allows the user to specify what information to include in the report.

**[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]** See Figure 1



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**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login

**Figure 1**

After you have logged in, the Claims Register screen will appear. See Figure 2



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Claims Register**

Case number:

Creditor type:   Creditor number:

Creditor name:

Claim number:  to

☒ Filed ☐ Entered  to

Sort by:

**Figure 2**

The Selection Criteria fields include:

- **Case Number** – click in box and type a specific case number.
- **Office** – leave blank as report will run using case number.
- **Creditor Type** – leave a blank (Note: All creditors uploaded to case as Creditor.)
- **Creditor number** – leave blank to bring up all creditors who have filed a claim or click in box and type a specific creditor number.
- **Creditor name** – leave blank to display all creditors having filed a claim or click in box and type a specific creditor name. (Note: You do not have to enter creditor's entire name, the system will search first letter of creditor's name, only exact matches will be displayed. Leaving the field blank will provide the most thorough search.)
- **Claims number** – leave blank to display all claims that fall within other search criteria or click in boxes and type specific claim numbers.

To display register using the filing date, click on radio button Filed.

To display register using the entered date, click on radio button Entered.

Enter a specific date range or leave blank to display all claims filed in case.

- **Sorted By** – allowed two boxes in which to select the criteria for the report to display, click down arrow to the right of the field display list.

**STEP 2** Click on **Run Report** to continue or **Clear** to reset search criteria. The Claims Register appears. See Figure 3

Arkansas Eastern/Western Test Database Claims Register								
4:01-bk-10685 Chad Bruce Beaty and Shannon Lynn Beaty CASE CLOSED on 10/19/2001								
Judge James G. Mixon								
Debtor Name: BEATY, CHAD BRUCE								
Claim No: 1	Creditor Name: Baptist Hospital P. O. Box 8533 Little Rock, AR 72215	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N						
Claim Date: 10/19/2001	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:						
<b>Class</b>	<b>Amount Claimed</b>	<b>Amount Allowed</b>						
Unsecured	\$345.00	\$0.00						
<b>Total</b>	<b>\$345.00</b>	<b>\$0.00</b>						
Description:								
Remarks:								
<p align="center"><b>Claims Register Summary</b></p> <p>Case Name: Chad Bruce Beaty and Shannon Lynn Beaty Case Number: 4:2001-bk-10685 Chapter: 7 Date Filed: 10/18/2001 Total Number Of Claims: 1</p> <table border="1"> <thead> <tr> <th></th> <th>Total Amount Claimed</th> <th>Total Amount Allowed</th> </tr> </thead> <tbody> <tr> <td>Unsecured</td> <td>\$345.00</td> <td>\$0.00</td> </tr> </tbody> </table>				Total Amount Claimed	Total Amount Allowed	Unsecured	\$345.00	\$0.00
	Total Amount Claimed	Total Amount Allowed						
Unsecured	\$345.00	\$0.00						

**Figure 3**

**STEP 3** To print register, click on **Print button** from the browser toolbar.

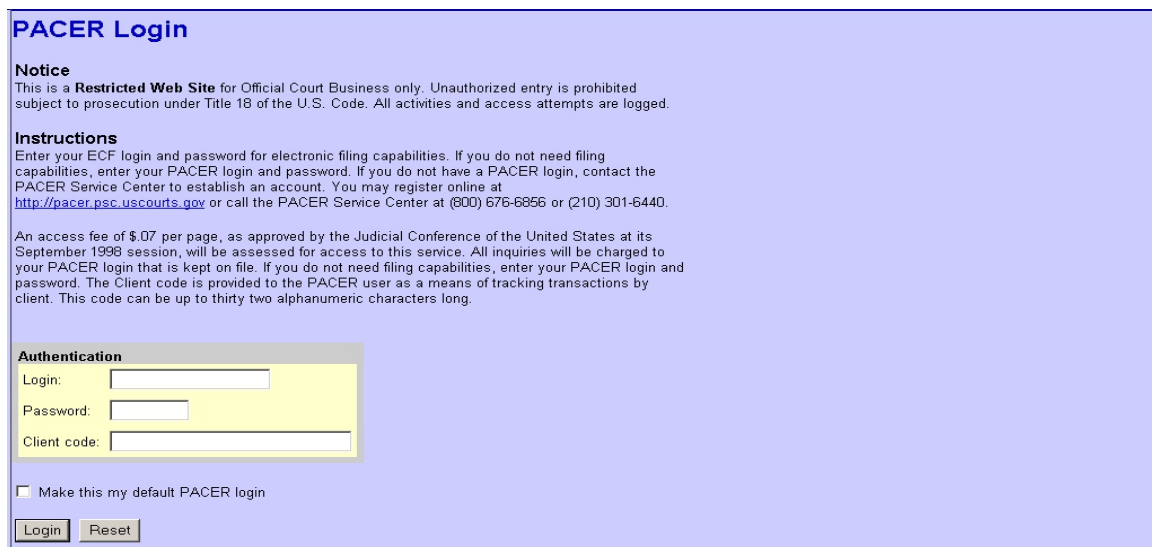
**STEP 4** To view a claim, click on **Claim number** hypertext link. Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click on **View Document to continue**.

## Docket Report

The Docket Report allows a user to view and print a listing of all events docketed to a specific case.

**STEP 1** Select Reports from the main CM/ECF menu, click on Docket Report hyperlink from the Reports menu.

*[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]* See Figure 1



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**Authentication**

Login:

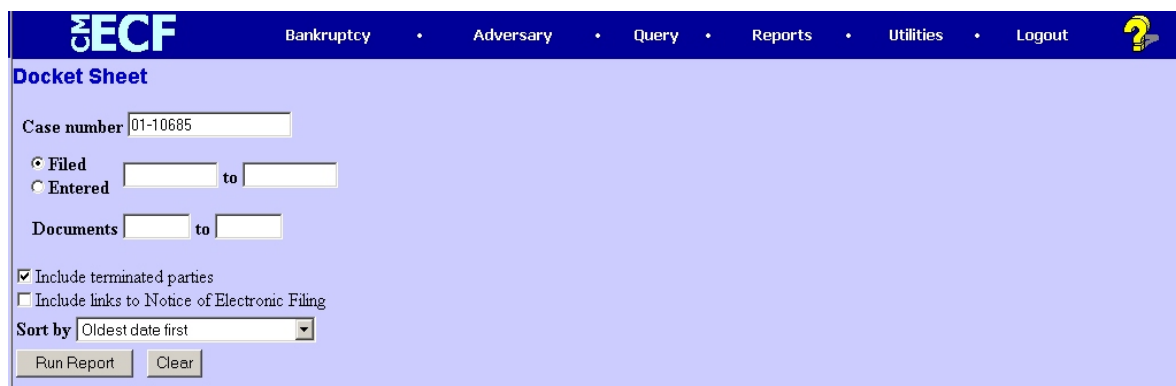
Password:

Client code:

☐ Make this my default PACER login

**Figure 1**

After you have logged in, the Docket Sheet criteria screen will appear. See Figure 2



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Docket Sheet**

Case number

☒ Filed  to

☐ Entered  to

Documents  to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

Sort by

**Figure 2**

The Selection Criteria fields include:

- **Case number** – click in box and type a specific case number.
- **Filed** – click on radio button to sort docket text using the Filing date.
- **Entered** – click on radio button to sort docket text using the Entered date

After selecting date type to be displayed, you have the opportunity to enter a date range for the docket to displayed, you have the opportunity to enter a date range for the docket to display. Leave blank to display all docket entries or click in box and enter a specific start and end date range.

- **Documents** – leave blank to display all documents or enter a beginning and ending number range for docket to display.
- **Include terminated parties** – click in box to have docket displayed terminated parties.
- **Include links to Notice of Electronic Filing** – click in box to allow access to notice of Electronic filing for certain documents (**Note: The Notice of Electronic Filing will reflect those parties who are receiving electronic notification in the case.**)
- **Sort By** – click down arrow to right of box to select how the docket is to be sorted.

**STEP 2** Click on **Run Report** to continue or **Clear** to reset search criteria. The Case Docket Sheet appears. See Figure 3a & 3b

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

CLOSED

**U.S. Bankruptcy Court**  
**Arkansas Eastern/Western Test Database (Little Rock)**  
**Bankruptcy Petition #: 4:01-bk-10685**

Assigned to: James G. Mixon  
 Chapter 7  
 Voluntary  
 No asset

Date Filed: 10/18/2001  
 Date Terminated: 10/19/2001  
 Date Discharged: 10/19/2001

**Chad Bruce Beaty**  
 8145 Zuber Rd.  
 Benton, AR 72015  
 SSN: 430-67-8938  
**Debtor**

**Shannon Lynn Beaty**  
 8145 Zuber Rd.  
 Benton, AR 72015  
**Debtor**

**Walter M. Dickinson**  
 3101 Hinson Road  
 Little Rock, AR 72212-2713  
 501-221-2020  
**Trustee**

**Kent Pray**  
 PRAY LAW FIRM  
 represented by P.O. Box 94224  
 North Little Rock, AR 72190

**Figure 3a**

<b>Walter M. Dickinson</b> 3101 Hinson Road Little Rock, AR 72212-2713 501-221-2020 <i>Trustee</i>		
Filing Date	#	Docket Text
10/18/2001	1	Chapter 7 Voluntary Petition. Filing fee in the amount of \$200.00 required. Filed by Kent Pray on behalf of Chad Bruce Beaty, Shannon Lynn Beaty. (Wallis, Christy) (Entered: 10/18/2001)
10/18/2001	2	Meeting of Creditors (Chapter 7) Individual/Joint. Trustee Walter M. Dickinson added to the case. . 341(a) meeting to be held on 11/15/2001 at 02:00 PM at U.S. Trustee's Office Room 203. Last day to oppose discharge or dischargeability is 1/14/2002. (Wallis, Christy) (Entered: 10/18/2001)
10/18/2001		Receipt of Voluntary Petition Fee Paid Receipt Number 000156877 Fee Amount\$ 200 (Wallis, Christy) (Entered: 10/18/2001)
10/19/2001	3	Complaint by Chad Bruce Beaty, Shannon Lynn Beaty against pro se GMAC. Filing Fee in the amount of \$150.00 required. . (Parrish, Marie) (Entered: 10/19/2001)
10/19/2001		Bankruptcy Case Closed. (Wallis, Christy) (Entered: 10/19/2001)
10/19/2001		Order Discharging Debtor Signed on 10/19/2001. (Wallis, Christy) (Entered: 10/19/2001)

**Figure 3b**

**[NOTE:** Use the scroll bar to the right of screen to move docket sheet up or down.]

**STEP 3** To print docket, click on the **Print button** from the browser toolbar.

**STEP 4** To view a specific document, click on the **docket number** hypertext link.

*Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to you PACER account, click **View Document** to continue.*

**STEP 5** To view Notice of Electronic Filing, click on **silver bullet** next to docket number hypertext link.

- The receipt type screen appears. See Figure 4.

**Figure 4**

- Click appropriate radio button to Select Receipt Type
- Click **Display Receipt** to continue or **Clear** to reselect receipt type.

**STEP 6** Notice of Electronic Filing screen appears. See Figure 5

**Figure 5**

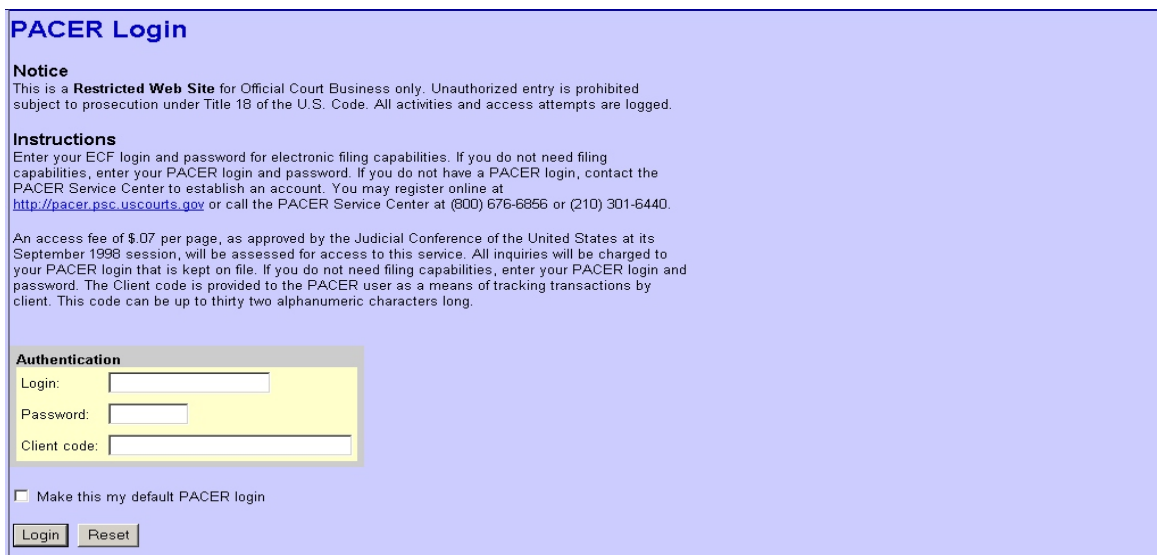
To print, click **Print button** from browser toolbar

## Calendar Events

The Calendar Events Report displays a report of events scheduled for the date, time period, etc., selected. The report will show the first proceeding that set the hearing date, or, if the proceeding that set the hearing date is related to an earlier proceeding, the earlier proceeding will print.

**STEP 1** Select Reports from the main CM/ECF menu, click on Calendar Events Report hypertext link from the Reports menu. Selection Criteria Screen appears and allows the user to specify what information to include in the report.

**[NOTE:** You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.] See Figure 1



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**Authentication**

Login:

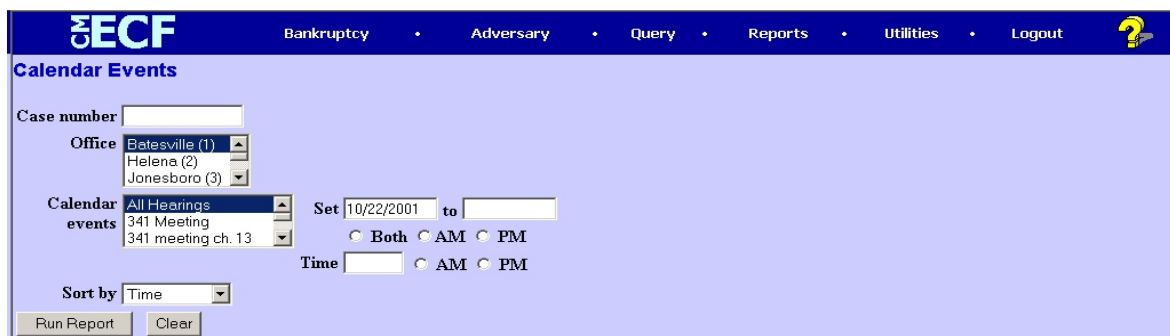
Password:

Client code:

☐ Make this my default PACER login

**Figure 1**

After you have logged in, the Calendar Event screen appears. See Figure 2



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Calendar Events**

Case number:

Office:   
Helena (2)  
Jonesboro (3)

Calendar events:   
341 Meeting  
341 meeting ch. 13

Set:  to

☐ Both ☐ AM ☐ PM

Time:  ☐ AM ☐ PM





Sort by:

**Figure 2**

The Selection Criteria fields include:

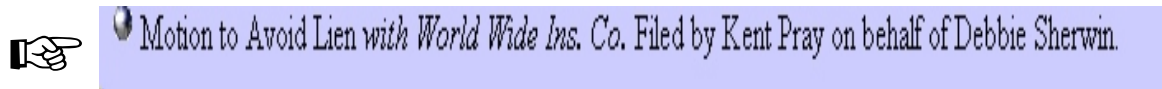
- **Case number** - click in box and type a specific case number (include dash)
- **Office** - select and click on an appropriate divisional office, to select two or more, press down <Ctrl> key, then click on selection (s)
- **Calendar Events** - click to select a specific hearing event, to select two or more, press down <Ctrl> key, then click on selection (s)
- **Set** - click in box and enter a beginning and ending date for report to display.
- Click appropriate radio button to select generic time period for display - Both, AM, or PM, if searching for a specific time, leave unselected.
- **Time** - click in dialog box and type a specific time of hearing (include colon) or leave blank if using radio button select above.
- If searching on a specific time, click radio button to select AM or PM.
- **Sort** - click on the right of the field and select appropriate sort option.

**STEP 2** Click on **Run Report** to continue or **Clear** to reset search criteria. Calendar Events report screen appears. See Figure 3

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 	
U.S. Bankruptcy Court Arkansas Eastern/Western Test Database Calendar Events Set For 10/1/2001-10/31/2001	
10/01/2001	
09:00 AM	<a href="#">1:01-bk-10295 Steven Avery</a> Chapter: 7 Andrea Redmon representing Steven Avery (Debtor) Richard Ramsay (Trustee)  Meeting of Creditors (Chapter 7) Individual/Joint. Trustee Richard Ramsay added to the case. 341(a) meeting to be held on 10/1/2001 at 09:00 AM at U.S. Trustee's Office Room 203. Last day to oppose discharge or dischargeability is 11/30/2001.
10:00 AM	<a href="#">1:01-bk-10172 Robert Smith and Mildred Smith</a> Chapter: 13 Raymond Weber representing Robert Smith (Debtor) Raymond Weber representing Mildred Smith (Debtor) Joyce Bradley Babin (Trustee)  Meeting of Creditors (Chapter 13) Consumer/Non-Business. Trustee Joyce Bradley Babin added to the case. 341(a) meeting to be held on 10/1/2001 at 10:00 AM at U.S. Trustee's Office Room 203.60

**Figure 3**

- STEP 3** To print report, click on **Print button** from browser toolbar.
- STEP 4** To see related entries, click on **silver bullet** next to hearing description. See Figure 4



**Figure 4**

The Related Proceedings Report appears. See Figure 5



**Figure 5**

- STEP 5** To view documents from Related Proceedings Report, click on **document number** hypertext link. See Figure 6



**Figure 6**

*[PACER Login screen will appear if you are not already logged into PACER.]*

Enter PACER login, password and a client code  
If already logged into PACER, proceed to Step 6

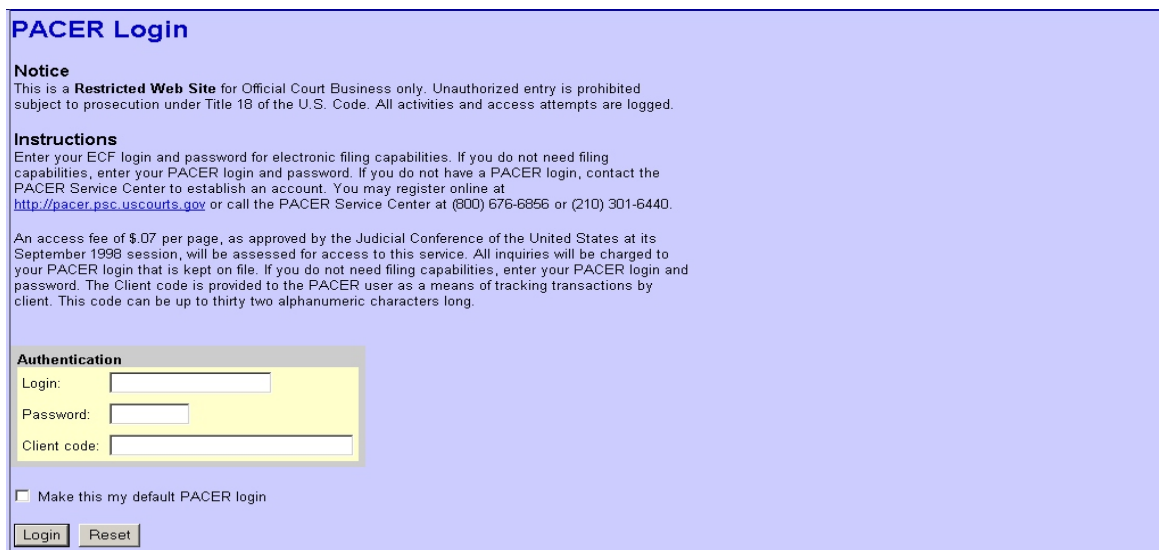
**STEP 6** Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue.

## Creditor Mailing Matrix

The Creditor Mailing Matrix report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to the case.

**STEP 1** Select Reports from the main CM/ECF menu, click on Creditor Mailing Matrix hypertext link from the Reports menu. Selection Criteria Screen appears.

*[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.] See Figure 1*

The image shows the PACER Login screen. At the top, it says "PACER Login" in blue. Below that is a "Notice" section stating that this is a Restricted Web Site for Official Court Business only. Then, there is an "Instructions" section with text about entering ECF login and password, and a link to the PACER Service Center. Below the instructions is a paragraph about the access fee. At the bottom, there is an "Authentication" section with three input fields: "Login:", "Password:", and "Client code:". Below these fields is a checkbox labeled "Make this my default PACER login". At the very bottom are two buttons: "Login" and "Reset".

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**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login

**Figure 1**

After you have logged in, the Calendar Event screen appears. See Figure 2



The screenshot shows the 'Creditor Mailing Matrix' form in the ECF system. The form has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the form title 'Creditor Mailing Matrix' is displayed. The form contains a 'Case number' input field, a 'Special mailing group' dropdown menu (set to 0), and a 'Format' section with two radio buttons: '1 column' (selected) and 'raw data format'. At the bottom of the form are two buttons: 'Run Report' and 'Clear'.

**Figure 2**

- Enter case number
- Click to select appropriate Format radio button
- Click Run Report or Clear to reset search criteria

**STEP 2** Search Results screen appears listing creditors for case specified.  
See Figure 3



The screenshot shows the 'Search Results' screen in the ECF system. The header is identical to Figure 2. Below the header, the title 'Search Results' is displayed. The screen shows the 'Case Number: 4:01-bk-10099'. Below this, there are three creditor entries, each with a name and address:  
Allstate Insurance  
P.O. Box 650562  
Dallas, TX 75265  
  
Alterier Booker  
c/o Gordon Cooper  
251 Meeker Avenue  
Newark, NJ 07112  
  
Associates  
P.O. Box 200067  
Arlington, TX 76006

**Figure 3**

**STEP 3** To print, click on **Print button** from the browser toolbar.